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TRADE AND DEVELOPMENT BOARD
Commission on Enterprise, Business
Facilitation and Development
Expert Meeting on Capacity Building in the Area of
Electronic Commerce: Human Resource Development
Geneva, 29 June-1 July 1998
Item 2 of the provisional agenda

PROVISIONAL AGENDA AND ANNOTATIONS

I. Provisional agenda

1. Election of officers

2. Adoption of the agenda

3. Capacity-building in the area of electronic commerce: human resource development

4. Adoption of the report outcome of the Meeting.

GE.98-50469

II. Annotations to the provisional agenda

Item 1 - Election of officers

It is recommended that the Expert Meeting elect a Chairman and a Vice-Chairman-cum-Rapporteur.

Item 2 - Adoption of the agenda

The provisional agenda for the Expert Meeting is shown in section I above. The draft schedule of meetings is attached to this document. The Expert Meeting will have three working days to complete its business. Normal meeting hours are from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m. It is recommended that the discussion on item 3 of the provisional agenda be followed by drafting of recommendations on the item for consideration by the Commission on Enterprise, Business Facilitation and Development. It would therefore be useful if the deliberations on item 3 could be completed by the evening of Tuesday, 30 June 1998, to allow time for preparation and consideration of the draft recommendations, which should be adopted on the afternoon of Wednesday, 1 July 1998.

Documentation

TD/B/COM.3/EM.6/1	Provisional agenda and annotations

Item 3 - Capacity-building in the area of electronic commerce: human resource development

The experts will address the issue of "Capacity-building in the area of electronic commerce: human resource development", for which a background paper (TD/B/COM.3/EM.6/2) has been prepared by the UNCTAD secretariat. That paper is divided into four sections. The first underlines the importance of human resources development in the context of the emerging global information economy, while the second focuses more specifically on training and information needs in the area of electronic commerce. In the third section, the comparative advantages of UNCTAD in addressing these training needs are examined. The last section describes a few concrete proposals on how such comparative advantages could be used to the benefit of member States. It is expected that discussions will focus on this last aspect, and that experts will help UNCTAD to identify areas in which it could propose practical solutions to the most urgent training needs of its member States in the domain of electronic commerce, and propose ways in which various parts of civil society could be mobilized to contribute the design, production and dissemination of such solutions. Such discussions would be particularly useful in the context of preparations for the first meeting of Parners for Development, to be held in Lyon (France) in November 1998.

Documentation

TD/B/COM.3/EM.6/2 "Training in the field of electronic commerce: needs and possibilities: Issues paper by the UNCTAD secretariat"

Item 4 - Adoption of the outcome of the Meeting

The Expert Meeting will adopt the outcome of its deliberations at the end of the meeting. The final report will be compiled under the authority of the Chairman after the conclusion of the Meeting.

Draft schedule of meetings

Monday, 29 June	Tuesday, 30 June	Wednesday, 1 July
10 a.m. Agenda items 1 and 2 - Opening of the meeting - Election of officers - Adoption of the agenda 11 a.m. Agenda item 3 - Introduction of item 3 - Consideration of item 3 in an informal meeting	10 a.m. Agenda item 3 Informal meeting cont'd.	10 a.m. Agenda item 3 Consideration of outcome
3 p.m Agenda item 3 Informal meeting cont'd.	3 p.m. Agenda item 3 Informal meeting cont'd. 6 p.m. Conclusion of informal discussion on item 3	3 p.m. Finalization and adoption of outcome 6 p.m. Close of the Expert Meeting